

EXHIBIT 7

From: "Timur Usmanov" <tu@giga-watt.com>
Sent: Tue, 12 Sep 2017 18:48:27 +0000
To: "Anzhey" <anzhey@zooominc.com>
Subject: Re: Policies & Procedures

Thanks Anzhey.

Actually I thought it would something more detailed and specifically designed for financial depts. You know who I have to deal with - stupid people. It should be a mixture of Holly Bible and a manual for a coffee machine, so that it could be both strict and straightforward, no room for creativity, like in the army.

Hiring - all positions are subject to CFO approval and consent.

Budgeting - at least 2-month payment schedule/cash flow forecast approved by CFO.

Payments - any payments, other than payroll, in excess of \$5K as a lump sum or \$20K as a series of related transactions subject to CFP consent.

Banking cards - no debit cards. Credit cards - apart from shareholders', there should be 2 credit cards - i) one for online subscriptions, ii) the second for offline and online purchases - home depot, amazon, etc.

Checks - first making a journal entry (expense) in QB, then writing a paper check. Paper checks can be written only in those cases, where a wire transfer or ACH is not accepted by the payee.

We can also add something about working schedule, response time, setting priorities and stuff.

What do you think?

On Tue, Sep 12, 2017 at 10:47 AM, Anzhey <anzhey@zooominc.com> wrote:

Tim.

Attached are a few samples of policies & procedures I have created for a company I worked for.

Take a look and let me know if this format will be ok, or you want to change it in which way.

Sincerely,

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Best,

Tim Usmanov

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